



Preparing a Winning Proposal

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Agenda

- The Requirements
- The Proposal
- Resolution
- Q & A

The Requirements

- Each TO is unique
- We will know the solution when we see it
- Functional requirements v mandatory specs
- Describing the environment
- Order of importance

The Proposal

- TO proposal format
- Be Specific – Give details
- Don't repeat requirements
- Maintain a flow consistent with requirements
- State's SDLC manual
- Project Management best practices
- Skill sets with extensive experience

The Proposal (continued)

- Demonstrate an understanding
- Know the environment
- Typos count
- Deadlines
- Sharp pencils
- Bonus

Resolution

- Questions concerning the TORFP
- Pre-proposal meetings
- Clarification requests
- Oral Presentations
- Declinations

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Questions?

Comments?